

LOGISTICS

8 November 1979

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UNAUTHORIZED USE OF PORTABLE FANS AND HEATERS

No Field Counterpart

1. As prescribed in the Department of Energy's Standby Conservation Plan No. 2, Emergency Building Temperature Restrictions, thermostat settings for public buildings are to be maintained at no lower than 78 degrees Fahrenheit in the summer and no higher than 65 degrees Fahrenheit in the winter. These temperature restrictions are necessary if we are to achieve the energy goals established by the President.

2. The use of supplemental fans and heaters to increase heating and cooling in Agency-occupied buildings may not be used unless specifically warranted and approved. Upon verification that an environmental problem exists, fans and heaters may be utilized (provided written approval is obtained) when the prescribed temperatures cannot be achieved through the central heating, ventilation, and cooling system.

3. Requests for use of fans and heaters in the Headquarters Building will be forwarded to the Chief, Headquarters Engineering Branch, RECD/OL, Room 3E24 Headquarters Building, extension [REDACTED]. Requests for use in other Agency buildings will be directed to the Chief, Field Engineering Branch, RECD/OL, Room 2F09 [REDACTED] extension [REDACTED].

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DON I. WORTMAN
Deputy Director
for
Administration

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